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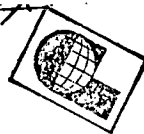
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General Services Administration

Public Buildings Service

Washington, DC 20405

Intra Registry
1000100040009-2

MAR 17 1988

MEMORANDUM FOR ALERT BULLETIN ADDRESSEES

FROM: DUNCAN LENT HOWARD
COMMISSIONER - P *Duncan Lent Howard*

SUBJECT: New Criteria for Quality Workplace Environment
Program (QWEP) Alteration Projects

In 1987, the positive results of our Quality Workplace Environment Program appeared throughout the nation. Small and large agencies alike are working in offices with an improved quality while still saving space. Our dedication to this program continues in fiscal year 1988 with new endeavors such as Child Care Centers and Wellness programs.

In fiscal year 1988, our commitment to provide financial assistance to agencies to help them finance space planning and design and alteration costs continues and is significantly improved. We have set aside \$10 million expressly for this purpose.

In fiscal year 1987, as you recall, agencies were provided GSA financing for alteration projects. This was then repaid over a period of up to 3 years through Rent. In fiscal year 1988, GSA will provide agencies with financial assistance for space planning and alterations, and no repayment is required.

Obtaining the financing is competitive. Our regional offices will work with you to develop project proposals. The proposals will then be forwarded to our central office for evaluation and possible selection.

I have attached a copy of the new procedures. I am confident they will make the program even more beneficial in enabling you to participate in this program. I would encourage you to begin now looking at opportunities in your organizations - including regional offices if appropriate. For additional general information you may contact Phil Kogan on (FTS) 566-0603 or Ron Golliday on (FTS) 566-1352. For information about specific projects, contact the GSA regional office responsible for the project you are considering.

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I continue to offer my personal support and commitment to improving the Federal workplace. I welcome your comments and solicit your cooperation in fulfilling this commitment.

Attachment



General Services Administration
Public Buildings Service
Washington, DC 20405

DEC 16 1987

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS FOR PUBLIC
BUILDINGS SERVICE - 2P, 3P, 4P, 5P, 6P, 7P, 9P, WQ

FROM: *for* DUNCAN LENT HOWARD
COMMISSIONER - P *WJ Ball*

SUBJECT: New Criteria for Quality Workplace Environment
Program (QWEP) Alteration Projects

In fiscal year 1987 GSA provided advance funds for alteration projects as an incentive for agencies to meet their QWEP goals. This memorandum describes significant fiscal year 1988 changes in procedures and criteria for obtaining and using QWEP alteration money.

1. Purpose. The purpose of funding QWEP alteration projects is to create a quality work environment that promotes mission effectiveness and heightens employee morale while reducing space requirements. This is accomplished by giving special emphasis and expedited funding to alteration projects which would normally be funded by an agency and accomplished on a reimbursable basis by GSA and which combine space planning, furniture systems and other innovative methods to show that space reduction can be attractive and beneficial.

2. Procedures. The regions will compete for a share of a total of \$10 million available for fiscal year 1988 QWEP alterations by submitting project proposals to the Central Office Repair and Alterations Division (PMR), Office of Real Property Management and Safety. Each proposal will be evaluated on the basis of consistency with the purpose of QWEP and conformance with the criteria listed below. Regions with the best and earliest proposals will be allocated funds on a project by project basis. The requirement that agencies reimburse GSA is eliminated from this year's program as is the emphasis on projects for small agencies and the focus on creating demonstration projects.

3. Funding. Ten million dollars is available to finance QWEP alteration projects. Proposals will be evaluated by the Central Office staff and funds will be allowed on a project by project basis. Projects which do the most to further QWEP goals will be given the highest priority.

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4. QWEP Criteria. Each region should prepare proposals for projects that conform with the purpose of QWEP alterations stated above. Each proposal will be reviewed and rated based on the extent to which it furthers QWEP goals and incorporates one or more of the following elements. These include:

- a. Space Reduction. The project should result in significant reductions in the amount of space required.
- b. Utilization Rate Improvement. It is not essential that the project result in an overall UR of 135. It is, however, necessary that the project result in a significant UR improvement over the current assignment and prior approval to make the assignment be obtained from the Commissioner, per the Commissioner's memorandum of January 9, 1987, Space Acquisition and Assignment.
- c. Space Planning/Programming. Space planning/programming techniques to obtain the most efficient layout were used.
- d. Furniture Systems. Use of furniture systems in connection with QWEP alterations is encouraged. It is recognized, however that money for furniture acquisition is not always available and this will be weighed accordingly when evaluating proposals.

5. Ability to Deliver. In addition to being able to meet program needs, each proposal should demonstrate a capacity to award the construction contract as early as possible during fiscal year 1988. The regions should send an action plan with each proposal that includes the following dates along with necessary documentation to explain how schedules will be met: Design Start, Design Complete, Construction Start, Construction Complete, Occupancy.

6. Monitoring. Progress reports will be submitted to Central Office Assignment and Utilization Policy Division (PQU) as part of the monthly reporting on Total Space Management Plans. Each region is required to report the following information not later than the tenth day of each month beginning January 10, 1987:

1. Total Allowance
2. Total Obligated to Date
3. Total Planned to be Obligated
4. Project(s) Status

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Note: Until funds are made available through the procedures established by this memorandum, the amounts for 1 and 2 will be zero. However, information reflecting your plan should be furnished for items 3 and 4.

Project(s) status should specify the amount of money obligated for each project and explain whether this is ahead, behind, or on schedule and why. This information will be used in any subsequent reallocation among the regions.

Since fiscal year 1988 money is now available, regions should act immediately to develop and submit project proposals. These should be sent to Dale Gottschalk, Director, Repair and Alteration Division (PMR). For additional information concerning this matter contact Phil Kogan (PQU) on FTS 566-0603 or Ron Golliday (PMR) on FTS 566-1352.